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Approved For Release 2002/06/17 : CIA-RDP78-06363A000300020016-3

25X1A6a

11 JUNE 1971

MEMORANDUM FOR: DIRECTOR OF TRAINING

SUBJECT : WEEKLY ACTIVITIES REPORT #23 FOR PERIOD
3 - 9 JUNE 1971

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1. ONE CONFERENCE: THE OFFICE OF NATIONAL ESTIMATES IS HOLDING
A CONFERENCE AT [] 8 - 11 JUNE. A TOTAL OF 34 ONE STAFFERS AND
CONSULTANTS ARE PARTICIPATING IN THE CONFERENCE.

2. MATTERS RELATED TO TRAINING - []

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INSTRUCTION:

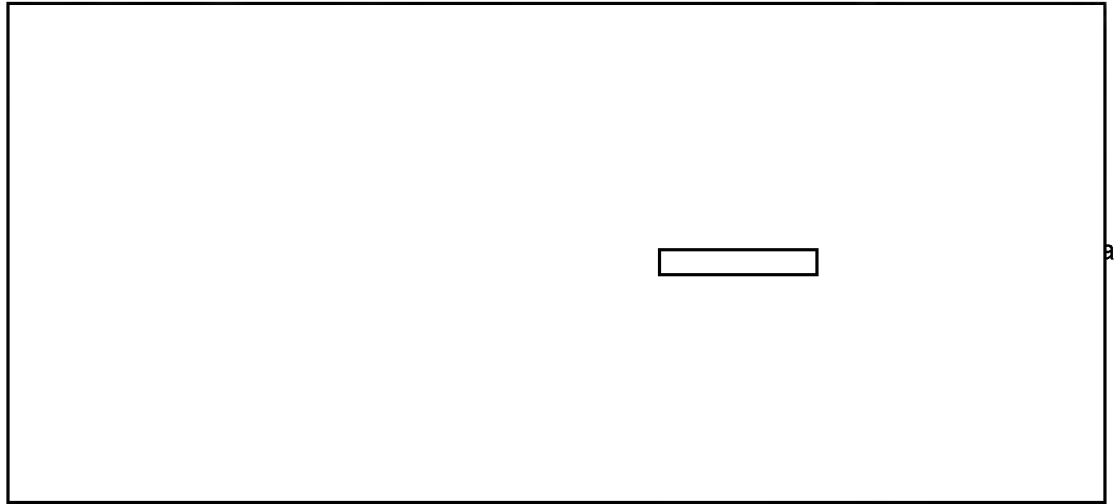
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(4) ON 4 JUNE, THE DCOS, C/OTG, CC/AOC, AND CC/BOC MET WITH [REDACTED] OTR GUEST SPEAKER COORDINATOR, TO WORK OUT PROCEDURES FOR COORDINATION BETWEEN [REDACTED] AND OTR HEADQUARTERS ON THE USE OF GUEST SPEAKERS. 25X1A6b

3. MATTERS RELATED TO TRAINING AND TESTING - [REDACTED] 25X1A6b
NO SIGNIFICANT ITEMS TO REPORT.

4. MATTERS RELATED TO SUPPORT - [REDACTED] 25X1A6b

A. NEW PROGRAM FOR REPLACING VEHICLES: AS PART OF OUR MANAGEMENT EFFORTS TO MAKE MAXIMUM USE OF FUNDS AVAILABLE IN FY 1971 AND FY 1972, WE HAVE EXTENDED THE OPERATING LIFE OF VEHICLES USED ALMOST EXCLUSIVELY [REDACTED] FROM THE MINIMUM STANDARDS SET FORTH IN AGENCY REGULATIONS (6 YEARS OR 60,000 MILES) TO A "COMMON-SENSE FACTOR." [REDACTED] 25X1C4a

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[REDACTED] PICK-UP TRUCKS WERE DISPOSED OF AFTER THEY HAD BEEN USED FOR 115,000 TO 120,000 MILES. EXPERIENCE SHOWED THESE THREE VEHICLES DURING THEIR OPERATIONAL LIFE MET SAFETY REQUIREMENTS AND WERE MAINTAINED AT NO GREATER COST THAN A 2- TO 3-YEAR-OLD VEHICLE. AS A RESULT OF THIS PROGRAM, WE NOW HAVE THREE NEW STATION WAGONS, TWO HALF-TON TRUCKS, AND A WILLYS TRUCK "ON THE SHELF" WAITING FOR THE VEHICLE THEY ARE REPLACING TO BECOME ELIGIBLE FOR DISPOSAL BY OUR NEW STANDARDS. THESE "SHELF" VEHICLES ARE ONLY DRIVEN ENOUGH TO KEEP THEM IN TOP CONDITION. FOR EXAMPLE: THE THREE STATION WAGONS HAVE BEEN ASSIGNED TO THE ONE CONFEREES PRECLUDING THE NECESSITY TO RENT VEHICLES AS WE DID DURING THE PREVIOUS ONE CONFERENCE. BECAUSE TWO VEHICLES FOR WHICH TWO OF THE STATION WAGONS ARE TO REPLACE WILL STILL BE 25X1A

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IN GOOD OPERATING CONDITION BEYOND THE 90-DAY REGULATORY LIMITATION FOR DISPOSING OF A VEHICLE ONCE ITS REPLACEMENT HAS BEEN RECEIVED, WE ARE WRITING SUPPLY DIVISION/OL REQUESTING ANOTHER 90-DAY PERIOD. WE EXPECT TO REALIZE ABOUT \$20,000 ANNUAL SAVINGS THROUGH THE NEW PROGRAM FOR REPLACING VEHICLES WHICH ARE USED ALMOST EXCLUSIVELY

25X1A [] WE WILL NOT USE THIS PLAN FOR VEHICLES OPERATED [] 25X1A OVER STATE HIGHWAYS.

25X1A6b B. VISIT OF DC/PROCUREMENT DIVISION/OL []
25X1A9a [] DEPUTY CHIEF OF THE PROCUREMENT DIVISION/OL, VISITED THE STATION ON 4 JUNE AT OUR REQUEST. WE ARE SOLICITING HIS ADVICE TO STREAMLINE OUR PROCUREMENT PROCEDURES AND EFFECT A RADICAL REDUCTION IN PAPER WORK BOTH BY THE LOGISTICS PERSONNEL AND THE FINANCE PERSONNEL. WE AIM TO REVISE THE SYSTEM WHICH REQUIRES 7 COPIES OF STUB REQUISITIONS AND ABOUT 50% OF THE LEDGER POSTING AND CHECK WRITING IN THE FINANCE OFFICE. WE PLAN TO USE ANNUAL SERVICE CONTRACTS WITH ABOUT 8 TO 10 COMMERCIAL VENDERS WITH WHOM WE HAVE A MODERATE AMOUNT OF BUSINESS (EXAMPLE: AUTO PARTS). THIS CONTRACT WOULD PROVIDE FOR A MONTHLY BILLING SYSTEM NOT UNLIKE BANKAMERICARD AND STILL MEET PROCUREMENT REGULATIONS. WE PLAN TO EXPAND OUR SUPPLY BRANCH IMPREST FUND TO PERMIT CASH PAYMENT FOR PURCHASES UNDER \$100.00 EACH.

25X1A9a C. CHIEF, PUBLIC WORKS BRANCH/[] VISIT TO RECD: 25X1A6b
[] VISITED THE REAL ESTATE AND CONSTRUCTION DIVISION ON 3 JUNE IN AN EFFORT TO ASSIGN A CURRENT VALUE TO THE STATION'S FACILITIES AND REAL ESTATE. THIS INFORMATION WILL BE USED IF AN ANTICIPATED CONGRESSIONAL INQUIRY MATERIALIZES.

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25X1C10b 25X1A6b 5. MATTERS RELATED TO SUPPORT - []

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6. PERSONNEL:

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A. [] STB/[] RETURNED TO DUTY ON 4 JUNE UPON THE COMPLETION OF A 3-WEEK TDY TO SELECTED WH LOCATIONS []

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B. [] ENTERED ON DUTY 7 JUNE. HE HAS BEEN ASSIGNED TO []

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